



CREA SOUTH AFRICA

Bank Forum Building, 2nd Floor (Lobby 2), 337 Bronkhorst St, New Muckleneuk 0181
P O Box 40285, Arcadia 0007, Pretoria, South Africa
Telephone No: (012) 460-2890 Fax No: (012) 460-2894

GMTA - CONTRACTOR QUARTERLY PERFORMANCE REPORT 01 April 2002 - 30 June 2002

Contractor: Creative Associates International, Inc.
Contract #: 674-0322-C-00-7091-19
Grants Management and Technical Assistance (GMTA) to USAID/SA/SO#1
Dollar Value of Contract : \$42,107,901 - 26/09/1997
Obligated Contract Amount: \$28,212,241
Reporting Period : 01/04/02 - 30/06/02

A. Narrative:

This report, the seventeenth submitted under this contract, covers the status of those activities identified as "in progress" in the previous report as well as all new activities requested by USAID during this reporting period.

1. Contract Objective:

The objective of the contract is to provide services to USAID/South Africa's Democracy and Governance Strategic Objective Team (SO#1) in the areas of: grants management support for new and existing grants and cooperative agreements; long and short-term technical assistance; logistical support assistance for workshops, conferences and consultations; feasibility study and recommendations on developing endowment trust/foundation mechanisms; and sectoral assessments and environmental impact studies over a period of seven years and two and one half months.

2. Administrative Actions:

Malika Magagula, Finance Director, commenced home leave during this reporting period, departing Pretoria on 14 June 2002. She is expected to spend a few days on consultation at the offices of CAII/DC prior to her return to Pretoria on 20 July 2002. Laura McGhee, Chief of Party, departed post on emergency leave on 15 June and returned to post on 25 June 2002. Chimene Chetty, Program Director, was in charge of CREA SA operations during this period to ensure that the overlapping absence of the other two senior staff members did not impact adversely on the GMTA workload. There were no other administrative actions of note during this reporting period.

3. Status of SOW Actions Previously Reported as IN PROGRESS

(A) CIVIL SOCIETY UNIT (CSU)

- 99/021 - (CSU) KZN Peace Initiatives Cooperative Agreement

A draft audit was submitted by Deloitte & Touche. CREA communicated with IMPD in 2002. IMPD was able to locate some documents which reduced disallowed costs to R13,549. CREA is in the process of reviewing the latest draft submission from the auditors. This activity will remain **IN PROGRESS** until all closeout actions have been completed.

- 01/089 - (CSU) Research Support for Civil Society Index

Although all program activities have been completed, the cooperative agreement with IDASA cannot be closed due to outstanding liquidation issues. IDASA has been unable to resolve final liquidation issues with CORE, its subgrantee, and IDASA has not yet submitted its cost sharing (counterpart) report to CREA. Until these issues have been conclusively resolved, CREA will continue to report this activity as **IN PROGRESS**.

- 01/091 - (CSU) NPO Tax Communication and Support Services Program

Activity: The development and implementation of a communications and support services program to facilitate an enabling tax environment for non-profit organisations.

Activities are being carried out per the workplan. The CREA Program Director made a site visit to the Cape Town office during this quarter. The following was reported at this meeting: The first CBO workshops were held in the Eastern and Western Cape. Both went well and NPP is satisfied with the progress made to date. The NPP also held a breakfast in Cape Town, sponsored by BOE, for attorneys, advocates and accountants to create awareness of the tax and non-profit legislation as an area of professional development. The NPP also made a submission to the parliamentary committee on revision of the "lists" which, according to the NPP staff in Cape Town, were well received. CREA also assisted the training manager in the Cape Town office to develop a job description for the Coordinator of the Tax Communication and Support Services Programme and with the development of a framework for partnership exploration for the NPP.

The NPP has submitted a letter to CREA for consideration of more funds. However, this request is supplementary to on-going dialogue between USAID, CREA and the NPP and a process has been put in place to deal with this request. USAID expressed concern about the slow rate of spending of the NPP on both of its USAID-funded agreements. It was agreed that CREA would do a financial analysis to look at this issue more closely. This activity will remain **IN PROGRESS** until June 2003.

- 01/102 - (CSU) Research and Analysis Skills Strengthening Program (RASSP)

Activity: To develop and strengthen research and analytical skills within the civil society sector under a cooperative agreement with the Centre for Civil Society (CCS).

Good progress is being made on this activity. The initial problems of the new finance/administrative person have passed and liquidations and other financial requirements are being adequately met. The CCS advertisement for applicants for the first round of research training to be held in Durban, Cape Town and Johannesburg during July and August elicited over 600 responses. The CCS has developed criteria which will be used to make the final selection for attendance at the workshops. It was reported that the Wits University PDM component of the consortium has not worked out and CASE has taken the lead on this. Materials have been developed for both the Introductory and Intermediate workshops to be held. Independent trainers have been selected in the different cities. Quality management will be ensured by the development of a facilitators manual for the

workshops. This activity is expected to be implemented over a two year period and will remain **IN PROGRESS** until the end of November 2003.

- 01/106 - (CSU) APS Award to NPP

As this activity is synergistically linked with activities under the grant to the Non-Profit Partnership (NPP) for the NPO Tax Communication and Support Services Program (Request No. 01/091), the NPP has been reporting on both activities under one report. The status and progress of this activity is included above under Request No. 01/091 and will continue in that manner in future reports. This activity will remain **IN PROGRESS** until the end of August 2003.

- 01/107 - (CSU) APS Award to CORE

Activity: To build an effective civil society which can engage government from an informed position.

No substantial progress has been made on this agreement eight months after signing. One advance has been made which has still not been liquidated. No programme reports nor an acceptable workplan has been received. USAID and CREA met with CORE's Director and finance officer in June to discuss this unsatisfactory situation. Discussions were held around all the outstanding liquidation requirements and agreement was reached on how to proceed with the liquidations, reports and workplan. While some financial documents have been submitted and subsequent meetings held with the finance officer, the liquidation is still outstanding at the end of this quarter. CREA is concerned because what should be original financial documents appear to have been generated and the figures adjusted solely to suit Crea's liquidation requirements. Neither the workplan nor the required reports have been received. This is clearly an unsatisfactory situation and will have to be dealt with during the next quarter. This activity is scheduled to remain **IN PROGRESS** until October 2003.

- 01/108 - (CSU) APS Award to SANGONET

Activity: Support for development and maintenance of an internet site with information on the South African funding environment and related matters under a cooperative agreement with SANGONET.

Programme activities continue as per SANGONET's workplan. SANGONET has made substantial progress in discussions with SAGA on ownership of the Thusanang project. A satisfactory agreement has been made in terms of a workable partnership in this regard. However, liquidation of advances are not being submitted monthly. Delays in this area are the result of insufficient documentation submitted by SANGONET and SANGONET's inability to balance the liquidations to their bank statement. CREA has offered on numerous occasions to provide technical assistance in this matter, however SANGONET have not been able to agree to a time for this. CREA will continue its attempts to assist in this matter. This activity will remain **IN PROGRESS** until the end of September 2003.

- 01/109 - (CSU) APS Award to AISA

Activity: Support for development of non-financial accountability mechanisms for non-profit organisations in South Africa under a cooperative agreement with AISA.

CREA has been concerned about the lack of progress on this activity. An advance made to AISA last year has still not been liquidated. Discussion with AISA revealed that no progress was being made and no funds had been spent due to problems with NBI, the organisation selected for the pilot activity to covered under the cooperative agreement. Consolidation of new leadership at NBI had taken longer than anticipated; as a result, the environment was not ready for the kind of interventions that this activity required. USAID and CREA held a meeting with AISA to discuss the situation. In addition to the issues with NBI, AISA also requested use of funds for contextual research. At present the programme is being developed in a vacuum and research is considered critical to the success

of the programme. After discussion with AISA, it was agreed that AISA would submit a revised proposal, within current budgetary parameters, to include the aforementioned research and the Sedibeng component, another pilot site where more substantial progress had been made. The proposal has been received and accepted by USAID. CREA was still engaged in budget negotiations with AISA at the end of this reporting period. It is anticipated that the amendment to the cooperative agreement will be signed early next quarter. This two-year agreement will remain **IN PROGRESS** until November 2003.

- 01/111 - **REQUEST NUMBER CANCELLED BY USAID**
- 02/129 - (CSU) APS/Indicator Workshop

Activity: CREA was asked to provide logistical support to USAID's CSU for a workshop on the APS and on CSU indicators in general.

The support was provided and the workshop was held as scheduled. The facilitator's report has been received and accepted by USAID and final payment has been made to the facilitator. This activity is now considered **COMPLETED**.

(B) LOCAL GOVERNANCE UNIT (LGU)

- 99/047 - (LGU) Planact Cooperative Agreement

Activity: Support for building a relationship between the Bloemfontein Traditional Local Council (now Mangaung Municipality) and the communities which it serves through establishment of ward committees.

The final report together with the learning product for this activity were received at the end of June 2002. To date no comments have been received from Mangaung. When comments are received from Mangaung these will be incorporated into the learning product via an annexure. CREA Finance Division is working with Planact to make final disbursements under the agreement. This activity will be reported as **IN PROGRESS** until all close out actions have been completed.

- 99/048 - (LGU) District Six Intern Assistance - Phase II

Activity: Support to the Western Cape Commission for the Restitution of Land Rights through payment of stipends for student interns to assist with the processing of land claims from former residents of District Six and other affected areas.

Activities under this request are on track and appear to be proceeding normally. The Land Claims Commission appointed a replacement for the one intern who resigned in the previous reporting period, however this new intern was subsequently selected for a position with the Special Needs Unit, thus the Land Claims Unit still has a vacancy for one intern. These interns for the Land Claims Commission will continue to be paid by CREA and the activity reported as **IN PROGRESS** through 31 March 2003.

- 00/051 - (LGU) Credit Control Study - MSI

Activity: Special study on credit control practices in South African municipalities.

As of the end of the reporting period the status of this action had not changed. CREA still awaits the two reports from DPLG for printing. This activity will remain **IN PROGRESS** until CREA has paid for the printing of the two documents.

- 00/059 - (LGU) Knysna/Hermanus Contract - Deloitte & Touche

Activity: Improving operational effectiveness for a performance management system (PMS), human resource development (HRD), equity and new

institutional arrangements in the Hermanus (now Overstrand) and Knysna municipalities.

The final report and the learning product was submitted to CREA by Mr. Makhurane and final payment has been made to Deloitte & Touche for this project. All activities under this request are now **COMPLETE**.

- 00/061 - (LGU) Revenue Management - Cooperative Agreement

Activity: Support for revenue management and service delivery improvement for the Benede Oranje (now Siyanda) District Council, Umzinyathi (now AmaJuba) Regional Council, and Volksrust (now Seme) Local Council under a cooperative agreement with Vulindlela.

A meeting between USAID, CREA and the Vulindlela consortium took place on 18th April, in which the framework of the learning product was discussed. Vulindlela requested a further no-cost extension of two months to the end of June to allow for the development and finalisation of the learning product. USAID approved the no-cost extension and CREA extended the co-operative agreement to June 30th 2002. As of the end of this reporting period, all program activities under the grant had been completed.

Vulindlela sent CREA a letter from the AmaJuba District Municipality which approved the utilisation of the interest earned on the investment of their cash counterpart contribution to offset expenses for the conclusion of the project. Vulindlela is to forward the final reconciliation of funds along with their latest audited statements to the AmaJuba District Municipality.

The issue of VAT under this grant remains problematic for both CREA and Vulindlela. The CREA financial division is presently working with Vulindlela in an attempt to resolve the problem. (Issue: In order for Vulindlela and CREA to sort out the VAT problems with SARS, it will be necessary for CREA to extend the grant during the next reporting period). This activity will remain **IN PROGRESS** until the final report and learning product have been delivered and all close out actions have been completed.

- 00/064 - (LGU) Eastern Tubatse/Origstad - Cooperative Agreement

Activity: The establishment and building of community structures and the development of appropriate governance capacity through a cooperative agreement with IMPD.

After a CREA visit to IMPD on 18th April, IMPD submitted a revised version of the learning product incorporating ideas and suggestions given at the April meeting. Both reports have now been accepted by USAID. A draft audit was submitted by Deloitte & Touche. CREA communicated with IMPD about the level of disallowed costs and they requested more time to provide documentation for expenses. It was agreed with the auditors that they would be given until May 31, 2002. IMPD was able to locate some documents which reduced disallowed costs to R817.00. CREA is in the process of reviewing the latest draft submission from the auditors. This activity will continue to be classified as **IN PROGRESS** until the audit has been completed, and all close out actions have been finalized.

- 00/066 - (LGU) Drakensberg - Contract

Activity: Assistance to enable the Drakensberg District Council (DDC) (now Ukwahlamba) and the Elliot, Indwe, Jamestown, Ventersstad, Ugie, MacLear and Sturkspruit municipalities to fulfil their constitutional mandate through building of relevant organizational, administrative, financial, technical and engineering skills and systems through a contract with Bigen Africa.

CREA and USAID had a meeting with the contractor on 13th June 2002. The contractor reported that they are continuing to monitor the process in the Ukwahlamba District Municipality. One of the main areas of discussion at the meeting was the framework and the compilation of the learning product. Bigen Africa had compiled a draft document for USAID and CREA comments. It was felt that, although the Bigen Africa document had covered all the

required areas, it needed more in-depth discussion on the process and on lessons learned.

USAID requested Bigen Africa to set up a workshop with Ukwahlamba District Municipality and the smaller municipalities for the purpose of getting input on the project from all areas. The contractor suggested that the workshop be held with the mayoral forum committee and agreed to make the necessary arrangements. To date, Bigen Africa has not been successful in setting up the workshop.

Billing is on schedule and all invoices received during this reporting period have been paid. Activities under this request will remain **IN PROGRESS** until completion of the awarded contract which is currently scheduled for 23 August 2002.

- 00/067 - (LGU) IDP Cluster - Contract

Activity: Integrated Development Plan (IDP) support for Bophirima District Council, Bronkhorstspuit/Ekangala (now Kungweni), Koster and Thohoyandou municipalities through a contract with PlanPractice.

The status of activities in each of the four municipalities is as follows:

Thohoyandou: IDP was finalised by PlanPractice and approved by Council on 26 June 2002. The approved IDP was submitted to MEC on June 28th 2002.

Kungweni: IDP was finalised by PlanPractice and approved by Council on 20th June 2002. The approved IDP will be submitted to the MEC for Gauteng and Mpumalanga in early July 2002.

Bophirima: IDP was finalised by PlanPractice, approved by Council in mid June 2002 and submitted to the MEC on June 28, 2002.

Koster: A meeting with the new Municipal Manger in Koster took place on April 22, 2002. Jacques van der Merwe, the responsible contact within PlanPractice, presented the Municipal Manager and other representatives with all research information and documentation that had been developed on the Koster Municipality. Mr. Van der Merwe stressed that the IDP was incomplete because the analysis phase and community participation was not undertaken by PlanPractice due to difficulties in gaining access to relevant municipal officials. Mr. Van der Merwe explained that the guidelines of the IDP had been followed, and that the document was a consolidation of technical information, provided for each ward. Mr. Van der Merwe provided the Council with two hard copies of the report together with an electronic copy. Unfortunately the maps were not included in the electronic copy - the council was to let PlanPractice know what software they used, and the maps would be forwarded electronically. Activities under this specific component of the project are now complete.

PlanPractice requested a meeting with CREA and USAID on 28th June 2002 to discuss the format of the learning product as well as a no-cost extension to the project. PlanPractice requested an extension of two months to the end of August to allow for the development and finalisation of the learning product. USAID approved the no-cost extension and CREA extended the project to August 30th 2002.

It should be noted that comments from the MEC on Thohoyandou, Kungweni and Bophirima are only expected three to four months after receiving the documents. PlanPractice has committed itself beyond the duration of the project, to recording the recommendations on annexure to the individual IDPs, with recommendations for the next cycle of the IDP. The final IDP documents for the three abovementioned areas, together with the learning product will be submitted at the end of the project. Activities under this request can be expected to remain **IN PROGRESS** until 30th August 2002.

- 00/075 - (LGU) Clarkson Community Trust - Cooperative Agreement

Activity: Assistance, under a cooperative agreement with Isandla Partners for Development (IPD), to establish an effective municipal presence in the area in order to improve the residents access to local government services and to develop a culture of municipal governance that shifts from representative government to participatory governance through establishing a jointly owned community-based structure.

CREA had previously extended the project by three months to enable IPD to finalise the remaining administrative challenges. During the last reporting period IPD reported that even though they have finalised the Municipal Community Partnership Agreement, the agreement has not been signed due to political dynamics regarding the recognition of the development forum by the municipality. IPD was also unable to update the debtors database as the street names and site names had not been finalised also due to political dynamics. However, IPD had managed to train the Development Forum on conflict management in May and on project planning in June. IPD provided information and assistance to the small contractors on running their own businesses and sorting out issues of VAT and workman's compensation, completed the office manual for the Clarkson Office and gave input on the annual financial budget together with the engineers. IPD also facilitated the extension of the small contractors from June 2002 to September 2002 and the CCPT Revenue Collection & Admin services to June 2003 and completed the performance standards.

IPD requested a further two month no-cost extension of the agreement until 30 August 2002 to enable IPD to compile and finalize the learning product expected at the completion of the programme and to hold a meeting with the province together with CREA and USAID. CREA has requested USAID concurrence with this extension and, assuming USAID concurs, will finalize the amendment during the next reporting period.

As mentioned in the previous reporting period the Koukamma Municipality had requested IPD to prepare and submit a proposal on their behalf. CREA received the proposal from IPD on 28th June and passed it along to USAID for a decision. This activity will remain **IN PROGRESS** until the final report and the learning product has been received and all close out activities have been completed.

- 00/076 - (LGU) Voter Education Cooperative Agreements (2) - IMPD

A draft audit report was submitted by Deloitte & Touche. CREA communicated with IMPD about the level of disallowed costs and they requested more time to provide documentation for expenses. It was agreed with the auditors that they would be given until May 31, 2002. IMPD was able to locate some documents which reduced disallowed costs to R40,685. CREA is in the process of reviewing the latest draft submission from the auditors. This activity will remain **IN PROGRESS** until all closeout actions have been completed.

- 00/079 - (LGU) CLC Assistance to DPLG - Cooperative Agreement

Activity: Assist DPLG and local government stakeholders to establish newly demarcated municipalities in the run-up to the local elections.

The final report has been completed and delivered to CREA and USAID. This activity is expected to remain **IN PROGRESS** until the final audit has been received and all close out actions have been completed.

- 00/087 - (LGU) Hillbrow/Berea Inner City Project - Cooperative Agreement

Activity: Assist the Greater Johannesburg Metro Council (GJMC) and residents of the Hillbrow/Berea area with a participatory planning process for the GJMC's Hillbrow/Berea Regeneration Initiative.

The consortium requested a no-cost extension in the previous reporting period to make the final presentation to the Section 79 Committee in June, to finalise the learning product, and to realign the budget. The project office closed at the end of April as most of the programme work had been completed by that time and no project office would be needed for the

presentations to the Section 79 committee or completion of the learning product since this would all be done by the consultants on the project. The JPNDA made its presentation to the Section 79 committee in June 2002 and reported that the presentation was well received and accepted by the committee. The final learning product and the final report have been delivered to CREA and USAID for comments.

The CREA financial division assisted Mr. Openshaw in the recalculation of the VAT and the realignment of the budget in June. It is anticipated that the no-cost extension and final realignment of the budget will be formalised in early July 2002. This activity is expected to remain **IN PROGRESS** until all advances have been liquidated and all close out activities have been completed.

- 01/098 - (LGU) Horizontal Learning & Information Sharing - ODA

Activity: Support under a cooperative agreement with ODA for the transformation of local government by enabling the sharing of information and knowledge relevant to the challenges faced by local government.

CREA and USAID met with David Schmidt and Ayesha Folfonker of ODA on June 13th, 2002 to discuss progress to date. The programme has been moving very slowly over the past quarter due to the delay in getting the memorandum of understanding (MOU) signed by DPLG, LGTP and SALGA. ODA held several meetings and follow-up telephone calls during this reporting period with DPLG, LGTP, SALGA in an attempt to get the stakeholders to sign off on the MOU which ODA compiled at their request. The grantee reported that the delay in getting the MOU signed has been on the part of DPLG as they cannot get the Deputy Director General of DPLG to make any kind of commitment for the Department. DPLG requested a meeting on the 27th June which ODA hopes to use as a target date to have the MOU signed.

Although the above continues to impact on the schedule set forth in their workplan, ODA has started preparation on the other work to be undertaken, and all of the preparatory work on Task One has been done. ODA reported that ten e-newsletters have been commissioned, and that three have already been completed and will be distributed to all the municipalities in their database. ODA also indicated that the website has been completed and has been shown to the client. ODA undertook to get the website up and running as soon as possible.

During the June 13th meeting, USAID stressed the importance of the timeline for accruing expenditures and explained to ODA the impact on the USAID budget for the new financial year. ODA suggested trying to fast track the 1st years process of awarding research grants in an attempt to get the programme back on track, and retain the original process for the second year research grants. ODA undertook to follow up with the stakeholders regarding any research programmes that can be funded under the grant component.

CREA was requested to continue sending the completed learning products through to ODA so that their media team could look at ways of repackaging the products. ODA requested two reimbursements during the reporting period which have been paid by CREA. The CREA financial division continues to work with ODA regarding the VAT issue. Activities under this request are scheduled to remain **IN PROGRESS** until 14 November 2003.

- 01/104 - (LGU) Project Implementation Agent (PIA) - Round Two

Activity: Deloitte & Touche was contracted (with Manto Management as a subcontractor) to provide the services of Project Implementation Agent (PIA) for twenty-four months. Working under the technical guidance of the Programme Steering Committee, the Contractor will be responsible for assisting with the selection of new municipal projects, final design and launch of new projects, providing technical advice and "trouble shooting" services during project implementation, and to serve as an "early warning system" to identify the need for additional assistance when projects experience difficulties, to analyse the implementation of all projects in the programme and to serve as an intellectual partner to the Programme Steering Committee.

The PIA held meetings with the selected districts, metros, and aspirant metros during the months of April and May to discuss their applications and to further define the scopes of work under each of the projects. The PIA submitted draft scopes of work to USAID on the following projects by the end of the reporting period: Cacadu District Municipality, Ekurhuleni District Municipality; West Coast District Municipality; Central Karoo District Municipality; Vhembe District Municipality; West Rand District Municipality; City of Johannesburg; Karoo District Municipality; Nelson Mandela Metropolitan Council; Mangaung Local Municipality; City of Tshwane; Bohlabela District Municipality; Ehlanzeni District Municipality; Ugu District Municipality; Umzinyathi District Municipality; Sedibeng District Municipality; Zululand District Municipality; Buffalo City Municipality; and Bophirima District Municipality. Scopes for Waterberg and Alfred Nzo were still outstanding at the end of this reporting period.

During this reporting period, CREA, USAID and the PIA had several meetings regarding the quality of the scopes of work submitted by the PIA. The PIA agreed to take a closer look at the scopes and to put tighter clearance procedures in place. On May 28th an additional meeting took place where CREA handed the PIA an official letter documenting problematic performance areas. CREA and USAID explained that while there was a marginal improvement in some of the scopes after previous feedback, there were still areas of performance that required improvement. At this meeting CREA and USAID pointed out that the timelines on the matrix had slipped considerably. Alan Yorke of Deloitte & Touche acknowledged that the PIA needed to be more realistic and more target driven. They also acknowledged that they needed to do a more thorough quality review of all SOWs. USAID requested that the PIA review the budgets for all the SOWs and come up with more realistic budgets for each line item. The PIA agreed to do this and to meet with CREA to discuss the revised budgets before the TEC process begins. Invoices received for March and April have been approved by USAID and paid by CREA. (**Issue:** There remains a general concern about mechanisms to monitor the quality of work produced by the PIA. General acknowledgement by the PIA that this concern is justified to a large extent resulted in the PIA's agreement to meet more regularly with USAID and CREA and to address concerns as they arise. USAID and CREA will undertake to keep channels of communication open in order to provide support as needed in this regard.) Activities for the PIA are expected to remain **IN PROGRESS** through December 2003.

- 01/113 - (LGU) Johannesburg Metro Knowledge Management Conference

Activity: Crea, in conjunction with a conference facilitator, provided direct support to the Johannesburg Metro Council in coordinating a conference on shared learning.

To date, only one refund from the SAA City Centre (travel agency) has been received. CREA has contacted the agency to query when the refund on the international ticket can be expected. SAA City Centre was to contact the airline for the status of the refund and report back to CREA. CREA expects this activity to remain **IN PROGRESS** for one more quarter before the activity can be closed.

- 02/114 - (LGU) Extension of Greater Tubatse Project

Activity: Support, under a cooperative agreement with Planact, for developing citizen and community participation through establishment of ward committees in Greater Tubatse.

Training continued during this reporting period until 25 May 2002. Planact reported that attendance at the training was good with a total of 245 participants attending the training workshops. Ms. Abrahams of Planact reported that the Council was very interested in the certificate ceremony and wanted to know Planact's criteria for issuing certificates; i.e., who is eligible, who organises the ceremony, who does the presentation, and who picks up the bill. It seems that the Council had been thinking of making the event something special. Ms. Abrahams informed Council that Planact could only print the certificates and do the presentations of the certificates. Ms. Pinkie Morena (Mayor) indicated

that Council would like the ceremony to happen before the half day refresher course in November. Ms. Morena has been in contact with USAID regarding the funding of the ceremony. Planact advised CREA that they are in a position to liquidate all the remaining funds for the project since they have incurred more expenses than originally budgeted. CREA did not feel comfortable authorising the liquidation of total funds available when the evaluation and the half day refresher course are still outstanding. Agreement was reached that Planact could liquidate all but R30,000 of the balance remaining for the project. Planact requested relief from USAID in the amount of R20,000 to help cover some of the additional costs they had incurred. USAID has agreed in principal to add R20,000 to the Planact cooperative agreement to cover overspending on the project. CREA awaits the amended request from USAID to increase the cooperative agreement by the agreed amount. This activity is expected to remain **IN PROGRESS** until 17 January 2003.

- 02/115 - (LGU) Extension of Ulundi Project

Activity: Support for improving the rates and management of revenue collected by the Council. This activity is a monthly software rental with periodic technical support under a contract with Deptpack.

Activities under this request appear to be proceeding normally. CREA has been receiving monthly invoices approved by the Ulundi Municipal contact person. CREA received an amendment to the request from USAID for this activity to include quarterly reporting requirements and the final learning product in the contract with Deptpack. Deptpack has been reluctant to sign the amendment as they are unsure if they will be able to generate the report needed by USAID and CREA without having to incur costs to create special reports. Follow up meetings with Deptpack will be scheduled for late July to discuss the reporting requirements. Activities under this request are expected to remain **IN PROGRESS** until December 2003.

- 02/116 - (LGU) Extension of Bloemfontein Project - Kagiso TV

Activity: To fund a television program on the ward committee system using the Bloemfontein (now Mangaung) and Greater Tubatse municipalities as case studies under a contract with Kagiso Educational TV.

During the reporting period CREA paid the final invoice for the Public Service Announcement on behalf of USAID. This activity is now **COMPLETE**.

- 02/118 - (LGU) Recipient Audit of IMPD

The status of activities under this request has been discussed above under Request Nos. 99/021, 00/064, and 00/076 (two projects) which cover the activities of IMPD that are still being audited. As reflected under each of those requests, the audit is still **IN PROGRESS** but is expected to be completed some time during the next reporting period.

- 02/119 - (LGU) Research on Powers and Functions Project for DPLG

Activity: Contract with Palmer Development Group (PDG) for analytical research of all municipalities in the country relating to the division of powers and functions among Category B and C municipalities. The research will enable DPLG to make recommendations to the Minister for Provincial and Local Government on how the four major powers and functions should be distributed.

As at the end of the reporting period, the Minister has not yet issued a pronouncement on the matter and the reports have not been forwarded to USAID. This activity is physically complete, but will remain **IN PROGRESS** until the Minister has issued a pronouncement on the matter and CREA has forwarded the reports to USAID.

- 02/120 - (LGU) DPLG Transformation Manager

Activity: CREA contracted a US consultant, Daniel Manyindo, to serve as Transformation Manager to assist DPLG with activities involving transformation of district municipalities.

During this reporting period, CREA made several travel arrangements for business trips within South Africa for Mr. Manyindo. CREA disbursed Mr. Manyindo's settling in allowance under his consultancy agreement in April 2002. USAID had a meeting with Mr. Manyindo in the last quarter regarding his annual workplan and monthly reports, Mr. Manyindo indicated to USAID that he needed to run the documents past Ms. Manche before he would be in a position to let USAID and CREA have copies of the documents. CREA followed up with Mr. Manyindo on two separate occasions regarding the outstanding documents. Mr. Manyindo agreed to send both the workplan and reports to USAID and CREA towards the end of June. (**Issue:** Concern that the detailed annual workplan and the monthly reports of activities required by Mr. Manyindo's consulting agreement have not been received.) This activity will remain **IN PROGRESS** at least until February 2003 or for an additional year if the option to extend is exercised.

- 02/121 - (LGU) Special Needs Unit - Western Cape Regional Commission

Activity: Provide support to the Western Cape Regional Commission for the Restitution of Land Rights to establish a Special Claims Unit. The Special Claims Unit will focus on the claims of people with special needs such as the elderly, the sickly and the indigent.

Adverts for the two positions were only placed in April and not in March as envisioned in the last quarterly report. Ms. Lauren Waring advised CREA in June that they had advertised the two positions, and that they had compiled a short list of candidates. Ms. Waring anticipated that the two placements would probably start in early July 2002. Once the two candidates have been selected and employment contracts awarded, Ms. Waring will forward the contracts to CREA along with the individuals particulars to enable CREA to pay them at the end of July 2002. This activity is expected to remain **IN PROGRESS** until approximately July 2003.

- 02/130 - (LGU) Logistics for Preview of the Kagiso Ward Councils Video

Activity: CREA provided support directly for accommodation arrangements for the Greater Tubatse and Bloemfontein Councils to attend the previewing of the Ward Councils Video at Kagiso Educational TV.

CREA followed up with Mr. Silwane on several occasions to get him to submit his mileage claim under this activity. CREA will continue its efforts in that regard and this activity will remain **IN PROGRESS** until all claims have been submitted and paid.

(C) RULE OF LAW UNIT (RLU)

- 98/006 - (RLU) Black Lawyers Association (BLA) Grant

Activity: Support for a program of practical academic training for historically disadvantaged law graduates, placing them in law firms where they can complete the required articles and pupillage to qualify as attorneys and advocates.

The amendment to this grant agreement was signed in April, extending the expiration date by twelve months from 1 April 2002 to 31 March 2003. Activities under the program are progressing well. The first intake into articles of pupillage under the amended grant took place in April with the placement of nineteen (19) law graduates nationally. In June, the BLA began placement of twenty-five (25) candidate attorneys with various institutions such as state attorney offices and private firms. The BLA is currently in the process of completing placement of candidate attorneys in the Eastern Cape and Bloemfontein and the screening of applications for the second intake for pupillage. This activity is expected to remain **IN PROGRESS** until 31 March 2003.

- 98/016 - (RLU) Rights Education (2 of 3 Cooperative Agreements)

- (1) CLRDC

Activity: Program supporting constitutional and bill of rights education and access to justice.

The disallowed amount of R10,000 has been successfully resolved. The original documentation for these workshop expenses has been lost, however, CLRDC wrote a justification for re-consideration of this amount as an allowable cost, providing other evidence that these workshops had occurred and that the claimed costs were comparable in amounts to those incurred in previous workshops. Crea's COP accepted the justification and determined that these costs were allowable. This completed the close out requirements on this agreement. This activity is now **COMPLETE**.

- (2) CSLS

Activity: Program supporting the institutionalisation and implementation of democracy and human rights education in South Africa through the development of policy, curriculum, training and educational materials.

Programme activities continue to progress well under this agreement. The Acting Director of CSLS, Chuck Scott who was also the co-ordinator of this activity resigned during this quarter. Ms. Lindi Le Roux, the Street Law co-ordinator from the University of PE office has been appointed as acting national co-ordinator on this activity and Prof. MacCoid-Mason, a CSLS founding board member has taken over the portfolio of Acting Director. Before leaving, Chuck Scott submitted a request for a no-cost extension through March 2003 which would allow CSLS the benefit of the \$:Rand exchange rate variance. USAID have agreed to this, however on calculation of a revised budget it was revealed that approximately \$34,000 more would be required. USAID requested a motivation from CSLS for this additional amount but this has not yet been received.

On the matter of the UWC fraud, a forensic audit is being conducted to determine the extent and amount of the fraud uncovered. CSLS has decided to extend the scope of this audit to all of the street law sites at the different universities. Once the exact extent of the fraud at UWC is determined, CSLS will submit a report to CREA to ascertain further action. In the meantime the University of Natal has been talking with UWC on how to deal with the matter under the agreement between the universities. UWC has been very forthcoming in assisting to resolve this and have even offered to use their insurance to ensure that the University of Natal does not carry the liability of this fraud under the CREA agreement. CREA also received a letter from the Deputy Vice Chancellor, documenting their view on the matter and assuring CREA and USAID that they are committed to resolving the matter as soon as possible. This activity will remain **IN PROGRESS** through the completion date of 30 September 2002 (or 31 March 2003 if extended) and until all issues for close out have been resolved.

- 00/071 - (RLU) Pretoria Magistrate Children's Court

Activity: Support to the Pretoria Magistrate Court to provide training to social workers handling children's issues at the Children's Court and other activities as approved by USAID.

Activities under this request are still ongoing and CREA continues to pay claims for expenses as they are submitted by the contact person at the Magistrate Court. During this reporting period USAID and CREA meet with the contact person at the court to get an update on the programme and to discuss their budget. The concern is that the anticipated closure of the programme is nearing but the spending rate is quite slow and there is still a lot of unused funds in their budget. The recommendation that came out of the meeting was for the court to review what their accomplishments to date and what they anticipate doing in the near future. The understanding was that they will also forward to USAID a request to extend the period to be able to utilise the remaining funds. Unless the request

to extend is granted, activities under this request will remain **IN PROGRESS** until 31 August 2002.

- 01/093 - (RLU) Organized Crime Study for NDPP (now NPA)

Activity: A study on organised crime in South Africa to assist the NPA to develop a comprehensive strategy in addressing this problem.

The NPA and Resolve submitted a revised set of deliverables and dates and contractor's performance and stated that they have found the reports informative and very helpful in assisting the NPA to focus their strategies in this area. It was projected that the last report would be submitted by June 30, 2002. As this did not happen, the purchase order will need to be amended again in order to accommodate the actual final date for the deliverables which has not yet been communicated to CREA. This activity will remain **IN PROGRESS** until all deliverables have been accepted and final payment made.

- 01/094 - (RLU) ISS Criminal Justice Monitor

Activity: Support for development and implementation of a Criminal Justice Monitor through a grant to the Institute for Security Studies.

Technical assistance provided by CREA to ISS has improved their ability to liquidate and report on advances. Much progress has been noted this quarter and ISS successfully liquidated their advances on a monthly basis. The programme continues as per their workplan. Reports have been received noting substantial progress to date. The amendment to the agreement to add more funds to their budget as per the request from USAID has still not been completed. ISS had sent out an email in April with the final figures on the adjusted budget which CREA did not receive. At that time CREA had agreed to a \$:Rand exchange of R10:\$1. When CREA followed up on this with ISS, CREA was using an exchange rate of R8.5:\$1 which meant that the budget would have to be adjusted. ISS indicated that this was an unsatisfactory situation and that the Rand budget at the exchange rate of \$10:\$1 could not be compromised if they were to deliver a quality programme. USAID has been made aware of this and it was agreed that the matter would be resolved when the CREA Finance Director returns from home leave. This activity will remain **IN PROGRESS** until closed out following its scheduled completion at the end of April 2003.

- 01/101 - (RLU) Advice Centres

Activity: CREA is providing direct support to four Advice Centres (Western Cape, Pietersburg, Dennilton and Soweto) which were previously funded under the cooperative agreement with NIPILAR. This activity is expected to remain **IN PROGRESS** until June 2002 and until all payments have been made for activities prior to 30 June 2002.

Western Cape Advice Centre held 4 workshops during this reporting period: AIDS & Law workshops on 27 April 2002 (Freedom Day) and 19 May 2002; a Gender and Domestic Violence workshop and a Juvenile Justice workshop on 1 June and 21 March 2002, respectively.

Pietersburg Advice Centre held 1 awareness-raising workshop to celebrate Youth Day on 17 June 2002 in Ga-Thoka.

Dennilton Advice Centre held 3 workshops during this reporting period: the Seminar on Bill of Rights on 10 April 2002, the HIV/AIDS workshop on 15 May 2002 and the Children's Rights workshop on 17 June 2002.

Soweto Advice Centre held a number of workshops during this reporting period. In May the centre hosted three workshops on Domestic violence, 2-3 May 2002, Children's Rights, 4-5 May 2002, HIV/AIDS, 10 May 2002. In June the centre hosted numerous workshops around Soweto, Children's Rights on 1 June 2002, Youth Day on 16 June 2002, Training on Domestic Violence on 19,20,21,24,26,27&28 June 2002.

Activities under this request will cease at the end of this quarter, however, the request will be reported as **IN PROGRESS** until all outstanding payments have been made.

- 01/103 - (RLU) Public Opinion Survey - HSRC

The invoice for this activity was finally received, approved by the NPA and paid by CREA. While CREA does not yet have a copy of the results of the survey, it has been ascertained that the NPA received a copy. USAID has undertaken to request a copy from the NPA for both CREA and USAID files. This activity is now considered **COMPLETE**.

- 01/105 - (RLU) Annual Program Statement (APS) for CJSP

Activity: Activities to be funded are expected to support the Rule of Law Unit Intermediate result of "a more effective and accessible criminal justice system and a lower level result of crime and violence prevention strategies implemented."

CREA received the six requests for award to Childline, CCJ, Mosaic, Cape Town Child Welfare, Khulisa and Thohoyandou under this APS and will report on these under their respective request numbers. (See below.) As all the funds were utilized for these awards, this APS request is now considered **COMPLETE**.

- 01/112 - (RLU) OD Study for Department of Justice

Activity: PriceWaterhouseCoopers (PWC) was contracted (with Manto Management as subcontractor) to carry out an organisational development (OD) study for the Department of Justice Court Services Unit.

This activity was successfully completed and DOJ is very satisfied with the results. A debriefing meeting was held with USAID and DOJ to discuss the process and results of this study. The final report has been received and the final payment has been made. This activity is now considered **COMPLETE**.

- 02/123 - (RLU) APS Award to Centre for Criminal Justice (CCJ)

Activity: Support under a cooperative agreement with CCJ for a program to empower victims of violence in rural communities, especially women and children, to navigate the criminal justice system.

The Programme Director and the Director and Deputy Director of Crea's Finance Division visited CCJ to brief them on the programmatic and financial requirements of the agreement. Also present at this meeting were two representatives from the Finance Office of the University of Natal's Pietermaritzburg campus. Advance and liquidations have been processed with a minimal number of problems; however, to date, no workplan and no reports have been received. CREA will follow up on this in the next quarter. This activity will remain **IN PROGRESS** until March 2004.

- 02/124 - (RLU) APS Award to Mosaic

Activity: Support under a cooperative agreement to Mosaic for training of community volunteers to assist victims of domestic violence in applying for protection orders.

Activities are in progress under this agreement; however, CREA has not yet received a report or a workplan and will follow up on this in the next quarter. A new finance person was employed during this quarter. It had been anticipated and it is clear that the new person will require some training before Crea's financial requirements are fully understood. In spite of this, Mosaic was able to liquidate their first advance. CREA will provide training to the new employee early in the next quarter. This activity will remain **IN PROGRESS** until December 2002.

- 02/125 - (RLU) APS Award to Childline

Activity: Support under a cooperative agreement with Childline for preparation of child witnesses and their families in child abuse cases.

The Programme Director and the Director and Deputy Director of Crea's Finance Division visited CCJ to brief them on the programmatic and financial requirements of the agreement. Also present at the meeting was Childline's external financial management consultant who provides pro bono assistance to Childline. CREA has not yet received a report or workplan, however, CREA will follow up on this matter in the next quarter. This activity will remain **IN PROGRESS** until February 2003.

- 02/127 - (RLU) APS Award to Cape Town Child Welfare

Activity: Support under a cooperative agreement with Cape Town Child Welfare for training of community members who will be authorized to intervene in cases of child abuse and even to remove victims from the abusive environment.

Good progress is being made on this activity. Crea's Programme Director made a site visit this quarter and met with the Programme Manager and the Head of Department. It was reported that, in addition to successful implementation at the sites covered under this agreement, the model is also being replicated in other communities in other provinces. The Programme Manager also discussed the workplan and reporting requirements with Child Welfare. They have not been forthcoming with monthly liquidations and CREA will try and resolve this with them as soon as possible. This activity will remain **IN PROGRESS** until 31 March 2003.

- 02/128 - (RLU) APS Award to Khulisa

Activity: Support under a cooperative agreement with Khulisa for a diversion program in Alexandra to work with juvenile offenders before they enter the criminal justice system and after they are already in it.

A meeting was held to discuss budget. A major point of concern was how Khulisa was planning to charge administrative costs under this agreement. In order to accommodate Khulisa's high administrative costs, CREA agreed to increase this budget line item with the agreement that only actual costs will be charged under this. The budget was revised and accepted. The agreement was signed effective 1 February 2002 as per Khulisa's request in this regard. An advance was made for May and June and it was agreed that costs incurred from February to April will be settled by reimbursement. No liquidation was received for May. When CREA followed up on this Khulisa advised that the delay was due to their finance person not being at work. As she was off indefinitely, Graham Vine was to take over this function and provide CREA with required documentation for both the reimbursement and liquidation of the advances. The required documentation was still not forthcoming and Khulisa was not responding positively to CREA reminders in this regard. The USAID Activity Manager and the CREA Programme Director met with Khulisa management to discuss this situation and a way forward was agreed to. Subsequently Khulisa submitted some documentation for February to April expenses which, after much deliberation and re-submission of documentation, CREA agreed to process (excluding the items which could not be resolved) in order to assist with Khulisa's cash flow problem. CREA is still trying to resolve the outstanding administrative costs under the reimbursement portion and the liquidation for the May-June advance is still outstanding. CREA has offered technical assistance to Khulisa since their finance person has still not returned to work and some small amount of progress has been made to date. CREA has suggested that Khulisa consider charging a consistent percent of actual administrative costs up to the limit permitted under the agreement and this is being considered. CREA will continue to work with Khulisa to resolve the outstanding issues. This activity will remain **IN PROGRESS** until 31 January 2003.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

- 01/100 - (SCA) Wits/Harvard Senior Executive Program Alumni Banquet

As previously reported, CREA was requested by USAID not to pay a deposit for the venue until a new date has been scheduled for the banquet. CREA has not yet been advised of the new date. This activity is expected to remain **IN PROGRESS** through most of 2002.

4. **New SOW Actions Received:**

During this reporting period (01 April 2002 - 30 June 2002), the GMTA field team (CREA South Africa) received the following requests to carry out activities required by the contract scope of work:

02/126 - (RLU) APS Award to Thohoyandou Victim Empowerment Program
02/132 - (LGU) Assessment of Local Government Support Program
02/133 - (SCA) Afrobarometer Survey
02/134 - (CSU) Volunteers South Africa Conference
02/135 - (CSU) FY2002 APS for Civil Society Strengthening Program
02/136 - (SCA) SO#1 Retreat
02/137 - (RLU) NPA Planning Workshop - Child Rape Research Project
02/138 - (RESERVED) (not yet received)
02/139 - (LGU) Assistance to Cacadu District Municipality
02/140 - (LGU) Assistance to Ekurhuleni District Municipality
02/141 - (RLU) NPA Strategic Planning Workshop
02/142 - (SCA) Procurement of Computers for Soweto Schools
02/143 - (LGU) Assistance to West Coast District Municipality
02/144 - (LGU) Assistance to Central Karoo District Municipality
02/145 - (LGU) Assistance to Vhembe District Municipality
02/146 - (LGU) Assistance to West Rand District Municipality
02/147 - (LGU) Assistance to City of Johannesburg
02/148 - (LGU) Assistance to Karoo District Municipality
02/149 - (LGU) Assistance to Nelson Mandela Metropolitan Council
02/150 - (LGU) Assistance to Mangaung Local Municipality
02/151 - (LGU) Assistance to City of Tshwane
02/152 - (LGU) Assistance to Bohlabela District Municipality
02/153 - (LGU) Assistance to Ehlanzeni District Municipality
02/154 - (SCA) US Study Tour for HSRC
02/155 - (LGU) Assistance to Ugu District Municipality
02/156 - (LGU) Assistance to Umzinyathi District Municipality
02/157 - (LGU) Assistance to Sedibeng District Municipality
02/158 - (RLU) National Conference for Scorpions
02/159 - (LGU) Assistance to Zululand District Municipality
02/160 - (LGU) Assistance to Buffalo City Municipality
02/161 - (LGU) Assistance to Bophirima District Municipality

5. **Status of New SOW Actions:**

(A) CIVIL SOCIETY UNIT (CSU)

- 02/134 - (CSU) Volunteers South Africa Conference

Activity: Logistical Support to Volunteer South Africa and the Department of Social Development for the Volunteer Vision Conference to be held on May 16-17, 2002.

CREA provided the requested support through the issuance of purchase orders for printing costs, media and advertisement expenses, and a conference report. Payment to the various vendors has been made. The draft report is still being commented on by Volunteer SA and as soon as it has been finalised, a meeting with USAID will be convened to discuss other possible areas for assistance. CREA still has to print and disseminate copies of the final report to conference delegates. Until these actions have been completed, this activity will remain **IN PROGRESS**.

- 02/135 - (CSU) FY 2002 Annual Program Statement (APS) for CSSP

Activity: Issuance of an Annual Program Statement for the Civil Society Strengthening Project (CSSP) for FY 2002.

The APS was advertised in the Mail & Guardian on 3 May 2002 and on SANGONET's website from 7 May 2002. Copies of the APS were requested by and disseminated to 36 organisations and individuals. Seventeen (17) applications were received by the first closing date of 24 June 2002. Seven additional proposals received under the FY 2001 APS were included for review under this APS. The first TEC was convened on 26 June 2002. This activity will remain **IN PROGRESS** until award of all its allocated funds or until expiry of the APS on 30 April 2003, whichever comes first.

(B) LOCAL GOVERNANCE UNIT (LGU)

- 02/132 - (LGU) Assessment of the Local Government Support Program

Activity: An assessment, using the pretest/posttest/control group methodology, to determine the extent to which: 1) the local government framework is being effectively implemented; 2) local governments are performing their functions with increasing effectiveness, transparency and accountability; and 3) citizens are exercising their rights and meeting their obligations to local government.

This activity was advertised on SANGONET and in the Mail & Guardian on April 12, 2002. The Request for Proposals was issued 26 April 2002 and six (6) proposals were received prior to closing time on 27 May 2002. The TEC met to receive the proposals on 28th May and again on 5th June 2002 to review and discuss individual evaluations. The TEC made their recommendation to the Chief of Party on 12th June. The University of the Witwatersrand was recommended for award of contract with some stipulations for negotiations. CREA met with Prof. Frankel, Dr. Louw and Dr. Lagazio for negotiation on 21st June 2002. Agreement was reached on the survey size of 12000 and rights to the survey were agreed in principal. Dr. Louw had reduced the budget considerably and pointed out to CREA that an additional R379,583 in Wits administration costs could be saved if CREA and USAID were willing to contract with ISIS - a closed corporation set up by these individuals and used for one of USAID/CREA's previous projects. Wits forwarded a letter to CREA indicating that they did not object to this arrangement, and a further conference call to Prof. Frankel, Dr. Louw and Dr. Lagazio confirmed that the use of ISIS would facilitate the process and would cut out a lot of red tape on the administration side. Prof. Frankel also explained to USAID that they paid a consultancy fee over to the University for allowing them to do additional consultancy work. They strongly motivated for the use of ISIS and emphasised that the key personnel and the Wits branding would remain with the product. It is anticipated that a contract will be signed with ISIS early in the next reporting period. This activity is expected to remain **IN PROGRESS** for at least the next twenty-four months.

- 02/138 - (LGU) RESERVED (not yet received)
- 02/139 - (LGU) Assistance to Cacadu District Municipality

Activity: Provide a Capacity Building Assessment Programme for Cacadu District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, the Mail & Guardian, and the Eastern Province Herald newspapers on 17th May 2002. Request for proposals were issued on 3 June 2002 with a closing date of 15th July 2002. The TEC will convene to commence the selection process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded contract.

- 02/140 - (LGU) Assistance to Ekurhuleni District Municipality

Activity: Provide support for Capacity Building of Ward Committees and Institution of an Awareness Campaign for Ekurhuleni District Municipality

through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET and in the Mail & Guardian, Cape Times, Argus and the Burger West on 24 May 2002 and again in the Sunday Times on 26th May 2002 and the Courier on the 31st May 2002. The Request for Proposals was issued on 7th June 2002 with a closing date of 22 July 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the completion of the awarded contract.

- 02/143 - (LGU) Assistance to West Coast District Municipality

Activity: Provide support for Community Participation and Capacity Building for Effective Local Governance for the West Coast District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET and in the Mail & Guardian, Cape Times, Argus and the Burger West on 24 May 2002 and again in the Sunday Times on 26th May 2002 and the Courier on the 31st May 2002. Requests for Proposals were issued on 7th June 2002 with a closing date of 22 July 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/144 - (LGU) Assistance to Central Karoo District Municipality

Activity: Provide support for a Community Empowerment Project for Central Karoo District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET and in the Mail & Guardian, Cape Times, Argus and the Burger West on 24 May 2002 and again in the Sunday Times on 26th May 2002 and the Courier on the 31st May 2002. The Request for Proposals was issued on 7th June 2002 with a closing date of 22 July 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded grant.

- 02/145 - (LGU) Assistance to Vhembe District Municipality

Activity: Provide a Training Programme for Ward Committees for the Vhembe District Municipality through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET and in the Mail & Guardian on the 9th June 2002. The Request for Applications was issued on 21 June 2002 with a closing date of 5th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/146 - (LGU) Assistance to West Rand District Municipality

Activity: Provide support for the Establishment of a Cluster Working Group and Regional Economic Development Agency for the West Rand District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET and in the Mail & Guardian and in the Sunday Times on the 9th June 2002. The Request for Proposals was issued on 21 June 2002 with a closing date of 5th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/147 - (LGU) Assistance to City of Johannesburg

Activity: Provide support for a Needs Assessment and Training Programme on People's Centres for the City of Johannesburg under a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, the Mail & Guardian and in the Sunday times on the 9th June 2002. The Request for Applications was issued on 21 June 2002 with a closing date of 5th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/148 - (LGU) Assistance to Karoo District Municipality

Activity: Provide support for Capacity Building of Ward Committees and a Public Information Programme for the Karoo District Municipality through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, the Mail & Guardian and in the Sunday times on the 9th June 2002. The Request for Applications was issued on 21 June 2002 with a closing date of 5th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/149 - (LGU) Assistance to Nelson Mandela Metropolitan Council

Activity: Provide support for Capacity Building of Community Structures and Councilors for Effective Governance for the Nelson Mandela Metropolitan Council through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, Eastern Province Herald and the Daily Dispatch on the 10th June 2002. The Request for Applications was issued on 21 June 2002 with a closing date of 5th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/150 - (LGU) Assistance to Mangaung Local Municipality

Activity: Provide support for Research and Establishment of a Development Partnership for Mangaung Local Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail & Guardian on the 14th June 2002. The Request for Proposals was issued on 28 June 2002 with a closing date of 12th August 2002. The same day the request for proposals was issued, a representative from Mangaung called CREA with concerns about the placement of the advert of the RFP. Mangaung expressed concerns regarding this RFP as they still had comments that needed to be incorporated into the RFP. CREA spoke with Nari Patel of the PIA and requested that he liaise with Ms. Kahdija Richards regarding the changes Mangaung needed made. The amendment to the RFP incorporating the requested changes is scheduled to go out in early July to all organisations that expressed an interest in the RFP. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/151 - (LGU) Assistance to City of Tshwane

Activity: Provide support for a Capacity Building Programme for Ward Committees for the City of Tshwane through a cooperative agreement to be awarded to a service provider under competitive selection procedures. This activity was advertised on SANGONET, and the Mail and Guardian on 14th June and in the Pretoria News on the 18th June 2002. The Request for

Applications was issued on 28th June 2002 with a closing date of 12th August 2002. The TEC will convene to commence the evaluation process

during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/152 - (LGU) Assistance to Bohlabela District Municipality

Activity: Provide support for a Capacity Building and Training Programme for Ward and Portfolio Committees for the Bohlabela District Municipality through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on 14th June 2002. The Request for Applications was issued on 28th June 2002 with a closing date of 12th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/153 - (LGU) Assistance to Ehlanzeni District Municipality

Activity: Provide support for Development of a Ward Planning System and Capacity Building for Ehlanzeni District Municipality through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on 28th June 2002. The Request for Applications is scheduled to be issued on 12th July 2002 with a closing date of 26th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/155 - (LGU) Assistance to Ugu District Municipality

Activity: Provide support for Development of an Information Technology/ Communications Strategy and Community Participation Programme for Ugu District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail and Guardian, Natal Mercury and Ilanga on 21st June 2002. The Request for Proposals is scheduled to be issued on 5th July 2002 with a closing date of 19th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/156 - (LGU) Assistance to Umzinyathi District Municipality

Activity: Provide support for a Capacity Enhancement Programme for Ward-based Structures and Development of a Communication Strategy for the Umzinyathi District Municipality through a cooperative agreement to be awarded to a service provider under competitive selection procedures.

This activity was advertised on SANGONET, and the Mail and Guardian, Natal Mercury and Ilanga on 21st June 2002. The Request for Applications is scheduled to be issued on 5th July 2002 with a closing date of 19th August 2002. The TEC will convene to commence the evaluation process

during the next quarter. This activity is expected to remain **IN PROGRESS** until the expiration of the awarded agreement.

- 02/157 - (LGU) Assistance to Sedibeng District Municipality

Activity: Provide support for Developing a Tourism Strategy, Assessing Capacity Building Needs and Developing and Implementing a Capacity Building Programme for the Sedibeng District Municipality under a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on the 21st June 2002. The Request for Proposals is scheduled to be issued on 5th July 2002 with a closing date of 19th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/159 - (LGU) Assistance to Zululand District Municipality

Activity: Provide support for Developing a Coordinated Local Economic Development Framework for the Zululand District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on the 28th June 2002. The Request for Proposals is scheduled to be issued on 12th July 2002 with a closing date of 26th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/160 - (LGU) Assistance to Buffalo City Municipality

Activity: Provide support for Situation Analysis and Development of a Tourism Master Plan for the Buffalo City Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on the 28th June 2002 and in the Eastern Cape Herald and the Daily Dispatch on the 1st July 2002. The Request for Proposals is scheduled to be issued on 12th July 2002 with a closing date of 26th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

- 02/161 - (LGU) Assistance to Bophirima District Municipality

Activity: Provide support for Establishment of a Local Economic Development Strategy and Capacity Building for the Bophirima District Municipality through a contract with a service provider to be selected under competitive procurement procedures.

This activity was advertised on SANGONET, and the Mail and Guardian on the 28th June 2002. The Request for Proposals is scheduled to be issued on 12th July 2002 with a closing date of 26th August 2002. The TEC will convene to commence the evaluation process during the next quarter. This activity is expected to remain **IN PROGRESS** until completion of the awarded contract.

(C) RULE OF LAW UNIT (RLU)

- 02/126 - (RLU) APS Award to Thohoyandou Victim Empowerment Program

Activity: Supporting and empowering victims of sexual abuse and domestic violence, especially women and children and creating an environment in perpetration of crimes of violence against women and children are socially unacceptable.

A financial assessment of this grantee was conducted in the first quarter before receipt of the USAID request. The initial assessment found that the organisation was not grant worthy due to a total lack of financial systems and capacity. Following the assessment, CREA provided technical assistance to enable the organisation to meet all the requirements in terms of USAID's policy and procedures in this regard. In addition, the CREA Deputy Director of Finance assisted the organization in the selection of a full time bookkeeper by participating on their selection panel. The

cooperative agreement with the Thohoyandou Victim Empowerment Program (TVEP) was signed in May and the first advance processed soon thereafter. CREA awaits the first programmatic report and work plan at the end of this quarter. The activity will remain **IN PROGRESS** until 30 April 2004.

- 02/137 - (RLU) NPA Planning Workshop - Child Rape Research Project

Activity: Logistical support to the SOCA unit of the NPA for a consultative workshop on a child rape study.

CREA provided logistical support by faxing out invitations, coordinating travel, contracting with a facilitator and contracting for catering for the workshop. CREA also provided technical assistance in development of the agenda and at the workshop itself. The workshop was held at the NPA. It was well attended and while the SOCA might not have achieved all its workshop objectives, very good input was made for revision and refinement of their original proposal in this regard. The final report from the workshop has been received and accepted by SOCA and final payments to vendors have been made. This activity is now **COMPLETE**.

- 02/141 - (RLU) NPA Strategic Planning Workshop

CREA was requested to pay for the facilitator for a Strategic Planning workshop held in the Western Cape. The NPA had already solicited four proposals in this regard and had chosen a suitable facilitator. CREA contracted with the vendor and made travel and accommodation arrangements for the facilitator. Until all outstanding payments have been made this activity will remain **IN PROGRESS**.

- 02/158 - (RLU) National Conference for Scorpions

Activity: Logistical Support to NPA Directorate of Special Operations for their National Conference scheduled for September 2002.

CREA was requested to provide logistical support to the Directorate to assist them in organising a three-day national conference that was originally scheduled to take place in August 2002. The date of the conference was subsequently changed to September 2002. The purpose of the conference is to build professionalism, teamwork and a sense of common purpose in the unit, as well as providing training on substantive issues. Through a procurement process, CREA was able to engage the services of an event management specialist to assist in the planning for the workshop. Efforts are currently underway to identify an appropriate venue for the conference. An initial meeting was held with the USAID Rule of Law Advisor for this purpose; however, since that time CREA has not been successful in securing a meeting with the new designated liaison person. This activity will remain **IN PROGRESS** until September 2002.

(D) SPECIAL CROSS-CUTTING ACTIONS (SCA)

- 02/133 - (SCA) Afrobarometer Survey

Activity: Provide support for the 2002-2003 survey of Afrobarometer activities in South Africa under a cooperative agreement with IDASA as the sole source for this survey.

On receipt of the programme description and budget, it was clear that funds allocated to this activity was not sufficient to cover the rand budget which IDASA submitted. USAID was requested to provide direction by either adding more dollars to the budget or by requesting that CREA negotiate down the rand budget to the amount of rands available. The disjuncture on this come about because USAID used a \$:R exchange rate that was higher than that pegged by CREA for current period. USAID agreed to put extra funds into the request, however it was not enough to cover the IDASA budget as submitted. CREA then negotiated with IDASA to lower their budget. Negotiations have been slow due to fact that the co-ordinator of the project has been out of the country. CREA expects to finalise the budget early next quarter and the awarded cooperative agreement will have

an effective date of 1 July 2002. This activity will remain **IN PROGRESS** until 30 June 2003.

- 02/136 - (SCA) SO#1 Retreat

CREA was requested to provide logistical support to USAID's SO#1 for a one day retreat. CREA contracted with a venue and a facilitator for this event. All outstanding actions have been completed and this activity is considered **COMPLETE**.

- 02/142 - (SCA) Procurement of Computers for Soweto Schools

Activity: Procurement of computers and printers to be donated to schools in Soweto and other recipients as identified by USAID.

CREA SA was initially requested to purchase four (4) computers, two (2) printers and software suitable for use by a high school. The procurement was carried out by CREA under informal competitive procedures; i.e., purchase based on the lowest of three quotations. CREA arranged for two computers, one printer and required software to be delivered and installed at Meadowlands High School in Soweto on 23 May 2002 in preparation for the 24 May 2002 visit by US Treasury Secretary O'Neill. Per instructions from USAID, the remaining items (two computers, one printer and required software) were turned over to KHULISA on 28 May 2002. This request was subsequently amended to add funds sufficient to cover the purchase of two additional computers, one printer and software for another school in Soweto still to be identified. CREA will purchase these items in the same manner as the others and await instructions from USAID regarding the time and place for delivery to the recipient. The request will remain **IN PROGRESS** until all payments have been made and the procured items delivered to their ultimate destination.

- 02/154 - (SCA) US Study Tour

Activity: Facilitate a study tour for four persons to include Dr. Doreen Atkinson of the Human Sciences Research Council and Mr. Mann Oelrich, MEC for Agriculture for Free State, as well as a senior official of DPLG and a senior official of IRDS still to be identified. The purpose of the visit is to investigate modalities of country service provision for migrant and other farm labour in the US.

This request was faxed to Julie Neron, the CAII/DC backstop for CREA SA, who will be responsible for coordinating the site visits and travel within the US. Julie, assisted by Alia Ashfar, has taken charge of the activity and will be in close contact with Dr. Atkinson of HSRC as well as CREA SA to ensure that all actions are accomplished on a timely basis. The tour is planned for September 2002; therefore, activities under this request are expected to remain **IN PROGRESS** at least until the end of the next reporting period.

B. Administrative Information (as of 30 June 2002):

4. Contract Data:

a. Total Estimated Cost Plus Fixed Fee:	\$42,107,901
b. Total Obligated Amount	: \$28,212,241
c. Expenditures as of 30/06/02	: \$22,276,757
d. Remaining Balance Obligated Amt	: \$ 5,935,484

1. Expenditures by Contract/Project Components:

a. Home Office/Field Office General Management	\$ 4,390,134
b. Technical Assistance	\$ 4,328,593
1. Technical Support to Grantees	\$3,199,863
2. Special Studies	\$ 590,162
3. Workshops for Grantees	\$ 538,568
c. Logistic Support for Annual SO1/Partners Consultation	\$ 161,585

Meetings, Strategy Workshops/Seminars with Partners,
And International Exchanges with Partners

d. Grants & Participants Training Tuition	<u>\$13,396,445</u>
TOTAL	\$22,276,757 =====

Note: The cost information set forth above is preliminary in nature and should be viewed only as a reflection of the division of activities to date. Cost data for activities reported as in progress and some of the data for completed activities are not yet available due to the normal time lag between disbursement in the field and recording/reporting to CAII home office. This information will be provided in subsequent reports as it becomes available.

2. DIRECT COST INFORMATION (ACTUAL VS BUDGETED) BY REQUEST NUMBER

The following attachments reflect a breakdown of direct costs incurred for individual activities identified by USAID Request Number as of the end of this reporting period. The amounts shown as "actual" are the best information available at this time. The system of tracking direct costs against individual requests was not put in place at the beginning of the contract; therefore, the amounts shown for some of the earlier requests may not be complete. Time spent by GMTA staff on individual activities has not been included in this compilation and no attempt has been made to allocate any portion of the GMTA office operations or the CAII indirect costs or fixed fee to individual activities. The system of budgeting and reporting only **direct costs** is a procedure devised by the COTR and agreed to by the COP only as a measure of accountability for individual requests and has no affect on cost recovery by the contractor. (Note: Earlier reports included other direct costs incurred for technical assistance to grantees outside the amount of the grant, such as travel by CREA personnel; however, this practice has been discontinued with the concurrence of the COTR since a new system has been devised by SO#1 to allocate CREA costs not specific to individual requests on a pro rata basis to each of the SO#1 projects supported by CREA under this contract. This is an internal allocation made by USAID for recording costs by MACS elements in the USAID accounting system and has no affect on CAII's reporting or vouchering process.)